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12-2014

### Patient Care News: December 2014

St. Cloud Hospital

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## Happy Holidays 2014!

As we celebrate this wonderful season and think about what is right with the world, my wish for all of you is that you have the time to enjoy the special moments that are given to us. Our lives are so busy and often time so stressful. We are pulled in so many different ways, how do we stay resilient, healthy and happy? I promise to work on answering this question so that we reduce the burnout potential and increase our resilience and health of body, mind and spirit.

Every Christmas when I venture to the basement to unpack my Christmas decorations, I spend extra time thinking about the memories that go with each treasure. This year, I also sat there surrounded by all the Christmas books I've collected over the years. I got started reading and couldn't quit until I had perused them all! It was good for the soul, for putting things in perspective.

My husband checked on me "because what could I possibly be doing in the basement so long." I told him "I was working on my resilience and mindfulness." It was a wonderful time, sitting on a hard stool, in a cool basement, with less than adequate light reading messages of the human spirit! I was in a different place when I finished.

I found this in the book "I'll Be Home for Christmas" compiled by Anne Christian Buchanan. This is my wish for you.

*I shall attend to my little errands of love early this year,  
So that the brief days before Christmas may be unhampered and clear  
Of the fever of hurry, the breathless rushing that I have known in the past  
Shall not possess me. I shall be calm in my soul and ready at last...  
I shall have leisure - I shall go out alone from my roof and my door;  
I shall not miss the silver silence of stars as I have before;  
And oh, perhaps - if I stand there very still and very long,  
I shall hear what the clamor of living has kept from me -  
The angel's song.*

*Grace Noll Crowell*

Wishing you a wonderful Christmas and a Happy New Year!

*Linda Chmielewski, MS, RN, NEA-BC*  
Vice President, Hospital Operations/Chief Nursing Officer



## Snowstorm/Weather Related Absence Guidelines

*Terri Krause, Coordinator, Staffing/Scheduling/Secretarial Services*

With winter fast approaching it seems like a good time to clarify and review the Snowstorm/Weather Related Absence Guidelines to be followed due to inclement weather.

Important information for staff to know when calling in absent due to weather related conditions or auto malfunction:

- Absenteeism due to weather (or auto malfunction) must be **only** for the portion of the shift during which road conditions necessitate being absent. When road/weather conditions improve and/or the auto is functioning, the employee is expected to contact the Staffing Office and be available to work the remainder of the shift if needed. Employees should not assume that they have called in for their entire scheduled shift.

According to policy guidelines:

- The Administrative person on-call and/or the Administrative Nursing Supervisor will determine if the Snowstorm/Weather Related Absence Guidelines should be activated.
- Employees who live in the St. Cloud Metro area who are unable to drive to work due to weather related conditions and/or auto malfunction are expected to utilize public transportation (i.e. taxi, metro bus). It is the employee's responsibility to arrange and pay for public transportation.
- When public transportation is cancelled due to weather conditions (this information is broadcast on WJON radio AM 1240), the Administrative Nursing Supervisor/Staffing office will attempt to coordinate volunteer transportation for employees via four wheel drive vehicle or snowmobile.
- Employees who need to stay at St. Cloud Hospital will be provided a sleeping area (in vacant patient rooms or meeting rooms) and necessary toiletries/linens by the Administrative Nursing Supervisor and/or designee.

## Christmas & New Year's Holiday Sign-up Sheets for Cut/Call

*Terri Krause, Coordinator, Staffing/Scheduling/Secretarial Services*

In lieu of the Electronic Request System for the holiday requests, we will continue with the current process of posting sign-up sheets due to the large volumes of staff requesting cut/call for the holidays. Collecting the information in advance allows the Staffing Office adequate time to prepare the information needed to accurately determine the order of who will be placed on-call/cut first, second, etc. The holidays fall on the same schedule, however, **the sign-up sheets will be posted separately for Christmas and New Years.**

The Christmas Holiday Sign-up Sheets will arrive on the units December 10th and remain posted until December 22nd at 8:00am. The sign-up sheets will cover scheduled shifts starting at 3:00 pm on Wednesday, December 24th through the 11:00pm shift on Thursday, December 25th. If any portion of your scheduled shift falls outside these timeframes, you will need to send your email request for that portion of your shift by the 'request by' timeline.

The New Year's Holiday Sign-up Sheets will arrive on the units December 17th and remain posted until Monday, December 29th at 8:00am. The sign-up sheets will cover scheduled shifts starting at 3:00pm on Wednesday, December 31st through 11:00pm shift on Thursday, January 1st. If any portion of your scheduled shift falls outside of these timeframes, you will need to send your email request for that portion of your shift by the 'request by' timelines.

Please refer to the Staffing/Scheduling: On-Call/HTO Policy Guidelines and/or your Unit Specific Scheduling Guidelines on how cut/calls are determined on the holiday. We would like to remind you to please make sure you **write legibly** and **provide a telephone number** where you can be reached.

Please do not call the Staffing Office to inquire if your request will be granted. Staffing will notify you. If you do not hear from Staffing, you should report to work as scheduled. We also ask that you please refrain from calling the Staffing Office between the hours of 5:15 and 7:30am, 12:30 and 3:30pm, 4:30 and 7:30pm, and 8:30 and 11:00pm. These are the busiest timeframes in the Staffing Office in meeting the deadlines to finalize the staffing for the patient care units for the upcoming shifts. If you have any questions, please call Terri Krause at Ext. 55705.

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## Onsite Somali Interpreter

*Rosemond Sarpong Owens, Cultural Specialist*

St. Cloud Hospital will be trialing an onsite inpatient Somali interpreter available from 7am to 4pm, December 1st through January 5th, seven (7) days a week. During this trial period, staff can request the interpreter by calling the Language Assistance Line at ext. 50000. The interpreter will be stationed at the Customer Contact Center.

## Upcoming Education & Professional Development

### December 2014

- 1 NAON Orthopaedic Nursing Certification Review Course; 8:00am-5:00pm; Windfeldt\*
- 2 Surgical Symposium; 8:00am-12:00pm; Hoppe Auditorium
- 4 Neonatal Resuscitation Program; 8:00am-2:00pm & 1:00pm-5:00pm; Women & Children's Classroom
- 8 American Heart Association PEARS (Pediatric Emergency, Assessment, Recognition, & Stabilization); 8:30am-3:30pm; Women & Children's Center Classroom
- 18/19 Basic ECG Class; 8:00am-4:00pm; Skyview Conference

### January 2015

- 19/20 Hospice & Palliative Care Nurse Certification Prep Course; Windfeldt\*
- 29/30 CAPA/CPAN Certification Review Course; Hughes/Mathews\*
- 30/31 HTI Healing Touch Certification, Level 2; 8:30am-6:00pm; CentraCare Health Plaza

\*Located at the CentraCare Health Plaza

### Clinical Ladder Status

Congratulations on your attainment and/or maintenance of:

#### Level IV:

Mary Pohlman, RN..... Dialysis - Acute

#### Level III:

Emily Foss, RN ..... Surgical Care 2

Natasha Huls, RN ..... Neuroscience / Spine

Sarah Latour, RN ..... Emergency Trauma Center

Colleen Layne, RN ..... Center for Surgical Care

Sharon Spanier, RN ..... Surgical Care 1

Kathryn Theis, RN ..... Bone & Joint

Lynn Wellner, RN ..... Medical 2 / MPCU

Amandah Wilhelm, RN ..... PCS Float Pool



Seasons  
Greetings!

